

## Meeting Minutes

### Kentucky Soil and Water Conservation Commission

Monday July 19, 2015 - 2:00 p.m.

### Two Hundred and Ninety-Fifth Meeting

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In Attendance: Mr. John Denton, Chairman; Mr. Jack Roberts, Vice-Chairman; Mr. Ray Adams, Secretary; Mr. Scotty Parsons; Mr. Danny Shipley; Ms. Peggy Conway; Mr. Marc Hult; and Mr. Billy Doolin.

Others Present: State Conservationist Karen Woodrich, NRCS; Assistant State Conservationist Amanda Moore, NRCS; Mr. Steve Kelly, KY Dept. of Ag; and Ms. Leslie Fourqurean, KACDE.

Also in attendance were Division of Conservation employees: Director Kim Richardson; Assistant Director Johnna McHugh; and Mr. Jeffrey Reed.

Quorum was met.

**Meeting Called to Order** - at 2:01 p.m. C.T. by Chairman John Denton.

**SWCC Minutes From Last Meeting - May 18, 2015** - Motion to approve minutes was made by Mr. Scotty Parsons. Motion seconded by Mr. Ray Adams. **Motion carried.**

**Equipment Report** - Assistant Director Johnna McHugh, DOC, presented the report with copies given.

**Statement of Operations** - Motion to accept the Statement of Operations report as presented was made by Mr. Ray Adams. Motion seconded by Mr. Marc Hult. **Motion carried.**

**Approval of Equipment Loan Requests** - The Marion County Conservation District is requesting a loan for \$3,612.50, to be used for a Lime Spreader. Mr. Danny Shipley made the motion to approve this loan. Mr. Scotty Parsons seconded the motion. **Motion carried.**

**Approval of Infrastructure Loan Requests** - Ms. McHugh pointed out that the Trimble County loan that had been previously approved by the board, at the May 18<sup>th</sup> meeting, is not appearing on this report due to incomplete paperwork. Ms. Kim Richardson stated that the \$25,000 loan for Trimble County is currently being worked through the process and will appear on a later report. When Vice- President Jack Roberts questioned why only four (4) loans were listed rather than five (5) Ms. McHugh informed him that Trigg County paid off their loan early thus dropping the total to four (4).

**Vacancy Petitions for Conservation District Supervisor's Appointments** - Director Kim Richardson, DOC, presented the report with copies given.

**Webster County** - Mr. Kelby Neal Tapp to serve the unexpired term of Mr. Terry Rakestraw; deceased (2016)

**Butler County** - Mr. Richard Castlen to serve the unexpired term of Mr. John D. Parrish (2016)

**Rockcastle County** - Mr. James Ballinger to serve the unexpired term of Mr. Jack Dailey (2016)

Motion to accept the vacancy petitions was made by Mr. Scotty Parsons. Motion was seconded by Mr. Ray Adams. **Motion carried.**

## **Per Diem**

### **Harrison County**

Paul Tucker - 2014 KACD Convention; 9 out of 11 ten-minute trainings  
Nick Farmer - 11 out of 11 ten-minute trainings \*  
John Klein - 2015 Area 5 Meetings; 10 out of 11 ten minute trainings  
Jennifer Burgan - 10 out of 11 ten minute trainings \*  
Russell Grey - 2015 Area 5 Meeting; 6 out of 6 ten minute trainings \*  
Megan Baxter - 5 out of 5 ten minute trainings \*  
Eddie Million - 2015 Area 5 Meetings; 10 out of 11 ten minute trainings

### **Muhlenberg County**

Wallace Slinker - 2014 KACD Convention; 2015 Area Meeting; 8 ten minute trainings  
Ted Jessup - 2014 KACD Convention; 2015 Area Meeting; 8 ten minute trainings  
Denise Brown - 2014 KACD Convention; 2015 Area Meeting; 8 ten minute trainings  
Byron Johnson - 2015 Area Meeting; 8 ten minute trainings

### **Pendleton County**

Chris Robles - 8 ten minute trainings; 5<sup>th</sup> Area Spring Meeting  
Edwin A. Monroe - 8 ten minute trainings; 5<sup>th</sup> Area Spring Meeting  
Larry Miller - 8 ten minute trainings; 5<sup>th</sup> Area Spring Meeting

### **Owsley County**

Denise Hoffman - 10 ten minute trainings; Area 9 Meeting  
Kenny Shouse - 11 ten minute trainings; Area 9 Meeting  
Randall Thomas - 11 ten minute trainings; Area 9 Meeting  
Gary McIntosh - 11 ten minute trainings; Area 9 Meeting  
Joey Minter - 11 ten minute trainings; Area 9 Meeting  
Holly Shouse - 11 ten minute trainings; Area 9 Meeting  
Jerry McIntosh - 11 ten minute trainings; Area 9 Meeting

### **Carroll County**

David Rowlett - 2014 KACD Convention; Area Meeting; 8 ten minute trainings  
Billie Hotfil - 2014 KACD Convention; Area Meeting; 8 ten minute trainings  
Mike Kelley - 2014 KACD Convention; Area Meeting; 8 ten minute trainings  
Joe Raisor - 2014 KACD Convention; Area Meeting; 8 ten minute trainings  
Bobby Gibson - 2014 KACD Convention; Area Meeting; 8 ten minute trainings  
Jim Tuttle - 2014 KACD Convention; Area Meeting; 8 ten minute trainings

### **Spencer County**

N. Glen Goebel - 2014 KACD Convention; Area 4 Meeting; 11 ten minute trainings  
Lowry Brown - 2014 KACD Convention; Area 4 Meeting; 11 ten minute trainings  
Sidney Ware - Area 4 Meeting; 12 ten minute trainings  
Paul Jeffries - Area 4 Meeting; 11 ten minute trainings  
Alvis Shirley - Area 4 Meeting; 12 ten minute trainings  
Robert Jones - 2014 KACD Convention; Area 4 Meeting; 12 ten minute trainings  
Thomas Franklin, Jr. - Area 4 Meeting; 12 ten minute trainings

### **Franklin County**

Herald Bolling - 11 Supervisor's ten minute trainings; Area 6 Meeting

Steve Coleman - 2014 KACD Convention; 11 Supervisor's ten minute trainings; Area 6 Meeting  
Judy Hockensmith - 2014 KACD Convention; 8 Supervisor's ten minute trainings  
Tom Karsner - 2014 KACD Convention; 11 Supervisor's ten minute trainings; Area 6 Meeting  
Ira Linville - 2014 KACD Convention; 12 Supervisor's ten minute trainings; Area 6 Meeting  
Bruce Quarles - 2014 KACD Convention; 12 Supervisor's ten minute trainings; Area 6 Meeting

#### **Lawrence County**

Kevin McCormick - Area 8 Meeting; 10 ten minute trainings  
Keith Bradley - Area 8 Meeting; 11 ten minute trainings  
Dale C. Smith - Area 8 Meeting; 11 ten minute trainings  
Stephen Montgomery - Area 8 Meeting; 10 ten minute trainings

#### **Clinton County**

Roger Beard - Area 7 Meeting; 10 out of 12 Supervisor's trainings  
Kathy Conner - Area 7 Meeting; 10 out of 12 Supervisor's trainings

#### **Casey County**

Lonnie Mullins - Area 7 Meeting; 12 Supervisor's trainings  
Brent Ware - Area 7 Meeting; 9 Supervisor's trainings  
Mary Sue Shoopman - Area 7 Meeting; 9 Supervisor's trainings  
Roger Weddle - Area 7 Meeting; 12 Supervisor's trainings  
Donny Grider - Area 7 Meeting; 12 Supervisor's trainings  
David Grider - Area 7 Meeting; 11 Supervisor's trainings  
Curtis Todd - Area 7 Meeting; 9 Supervisor's trainings

#### **Owen County**

John Hetterman - Area 5 Meeting; 12 10 minute Supervisor's trainings  
Ken Smith - 2014 KACD Convention; Area 5 Meeting; 8 10 minute Supervisor's trainings  
Kyle Jacobs - Area 5 Meeting; 10 10 minute Supervisor's trainings  
Randy Bishop – Preapproved training by Linda Hunter; 8 10 minute Supervisor's trainings  
John Russell New - Area 5 Meeting; 12 10 minute Supervisor's trainings  
Dave Smith - Area 5 Meeting; Preapproved training by Linda Hunter  
Gene Ray Stewart – Preapproved training by Linda Hunter; 8 10 minute Supervisor's trainings

#### **Marion County**

Steve Downs - 2014 KACD Convention; Area Meeting; ten minute trainings  
Joe Paul Mattingly - 2014 KACD Convention; KACD Meetings; Area Meeting; ten minute trainings  
Roger Hardin - 2014 KACD Convention; Area Meeting; ten minute trainings  
Donnie Veatch - 2014 KACD Convention; ten minute trainings  
Joe Bernard Luckett - 2014 KACD Convention; ten minute trainings

#### **Breathitt County**

Kevin Fugate - Area 9 Meeting; 11 regular meetings  
Paul Turner - Area 9 Meeting; 6 regular meetings \*  
Tony Fugate - Area 9 Meeting; 11 regular meetings  
Clifton Hudson - Area 9 Meeting; 11 regular meetings  
Danny Fugate - Area 9 Meeting; 5 regular meetings \*  
George Turner - 7 regular meetings \*  
James Holbrook - Area 9 Meeting; 9 regular meetings

**Nelson County**

Kenneth Catlett - Spring Area Meeting; 12 ten minute trainings

Thomas Hart - Spring Area Meeting; 12 ten minute trainings

**Perry County**

Bobby Brown - Area 9 Meeting; 11 ten minute trainings

Peggy Conway - Area 9 Meeting; 11 ten minute trainings

Chuck Mullins - Area 9 Meeting; 9 ten minute trainings

Doug Hensley - Area 9 Meeting; 10 ten minute trainings

Joyzette Fields - Area 9 Meeting; 10 ten minute trainings

**Lee County**

George Marshall - Area 9 Meeting; 11 ten minute trainings

Charles Lynn Cooper - Area 9 Meeting; 11 ten minute trainings

David Jennings - Area 9 Meeting; 11 ten minute trainings

Orville Bennett - Area 9 Meeting; 9 ten minute trainings

Ronnie Brandenburg - Area 9 Meeting; 10 ten minute trainings

Eddie Cundiff - Area 9 Meeting; 5 ten minute trainings; Soil Health Field Day \*

**Campbell County**

Dennis Walter - Area 5 Meeting; 11 ten minute trainings

**Jackson County**

Tim Wilson - 2014 KACD Convention; Area 7 Meeting; 11 regular meetings

Howard Williams - Area 7 Meeting; 10 regular meetings

Jimmy K. Wells - Area 7 Meeting; 10 out of 12 ten minute trainings

Eddie Madden - Area 7 Meeting; 12 out of 12 ten minute trainings

Wilson Boggs - Area 7 Meeting; 12 out of 12 ten minute trainings

**Woodford County**

Harold Carmickle - 2014 KACD Convention; Area 6 Meeting; 10 ten minute trainings

Peggy Seal - 2014 KACD Convention; Area 6 Meeting; 10 ten minute trainings

Donald Mitchell - 2014 KACD Convention; Area 6 Meeting; 10 ten minute trainings

Curtis Congleton - 2014 KACD Convention; Area 6 Meeting; 10 ten minute trainings

Darrell Varner - 2014 KACD Convention; Area 6 Meeting; 10 ten minute trainings

Herman Pittman - Area 6 Meeting; 10 ten minute trainings

Mr. Danny Shipley asked for clarification concerning the number of meetings individuals are required to attend for qualification purposes, to which Ms. Kim Richardson responded, eight (8) of twelve (12). Vice-President Jack Roberts added that a person could not become qualified with ten minute trainings alone (i.e. two (2) separate events are necessary. Note: regular meetings are not approved to be counted as one of these events).

Mr. Scotty Parsons made the motion to approve incentive pay for supervisors per diem for those supervisors that had met the required number of qualified events. The motion was seconded by Mr. Jack Roberts. **Motion carried.**

**Agriculture District Program** - Assistant Director Johnna McHugh, DOC, presented the report with copies given. Four (4) new petitions are presented to the Commission for consideration totaling 607.75 acres.

**Bracken County** - Petition No. 012-01 (A2) - 128.44 acres. Motion to approve was made by Mr. Ray Adams. Motion seconded by Mr. Marc Hult. **Motion carried.**

**Bracken County** - Petition 012-08 (A4) - 174 acres. Motion to approve was made by Mr. Marc Hult. Motion seconded by Mr. Ray Adams. **Motion carried.**

**Lincoln County** - Petition 069-04 - 287 acres. Motion to approve was made by Mr. Billy Doolin. Motion seconded by Ray Adams. **Motion carried.**

**Pendleton County** - Petition 096-01 (A2) - 18.31 acres. Motion to approve was made by Mr. Scotty Parsons. Motion seconded by Mr. Jack Roberts. **Motion carried.**

Eight (8) Agricultural Districts have been submitted to the Commission for five-year recertification for a total of 9,773.22 acres. Motion to approve was made by Mr. Danny Shipley. Motion seconded by Mr. Scotty Parsons. **Motion carried.**

**Division of Conservation Report** - Director Kim Richardson, DOC, presented the report.

The Energy and Environment Cabinet (EEC), which the Division of Conservation (DOC) is a part of, was recently informed that a building was currently under construction in Frankfort to house the entire cabinet. The move is scheduled to occur July 1, 2016. The biggest concern Ms. Richardson sees at this point is that the new building, which will hold approximately 1,500 employees, has only one (1) small room designated for all of EEC's files. Ms. Richardson, to illustrate the problem this creates, gave as an example the two hundred and fifty (250) boxes of soil surveys DOC currently houses. Therefore due to the limited amount of space there is an urgent need for these files, as well as others, to be scanned (i.e. convert from paper to electronic files) in preparation for next year's relocation. She discussed the possibility of storing some of these files in the district offices. Ms. Richardson also pointed out that the largest conference room for the entire building would only accommodate twenty (20) people.

Ms. Richardson stated that the Powell County and Martin County Conservation Districts have requested emergency funding to continue to pay rent, wages, quarterly taxes, monthly bills, etc. She began by giving a breakdown of Powell County's monthly expenditures which amounted to approximately \$2,400 and stating that they currently have \$1,272 in their account. She likewise itemized Martin County's monthly expenses and stated they presently have \$9,053.47 in reserve which would meet that office's obligations for July and part of August. Vice-Chairman Jack Roberts added that he had received an appeal from Bell County as well, which he said is showing \$600 in their account. Ms. Richardson stated that the Bell County District had not yet submitted a formal request for emergency funding. Mr. Marc Hult suggested making a loan to offset these deficits. Ms. Richardson reported that the Commission has \$950,000 available in Direct Aid for the 2016 FY and the money from this fund is scheduled to be distributed in early September. Martin County is requesting that their Direct Aid money be given early, but Powell County is asking for emergency funding. Mr. Billy Doolin questioned if these counties took any measures to conserve their finances before getting into this critical position to which Ms. Richardson stated not to her knowledge. Chairman John Denton stated that in his district, supervisors have declined per diem in these types of situations. He added that for award banquets they rely on community sponsors to offset expenses. Mr. Scotty Parsons made the observation that there needs to be a restructuring of their management operation plans. He went on to say that the Commission has a responsibility to assist a district office on the brink of shutting down. Mr. Ray Adams commented that the district offices have to present a budget to their fiscal courts for approval and it is in the law that the fiscal court shall fund an approved budget. Ms. Richardson commented that Powell County had previously filed a lawsuit about this and lost. Mr. Marc Hult commented that the decision in the Powell County case was harsh stating that the language Mr. Adams just referenced had no teeth to it. This decision was handed down in 2011. Mr. Adams stated this was the first time he had been made aware of this ruling and expressed concern that the Commission as a whole knew nothing about it. Chairman Denton stressed the importance of keeping an active working relationship with the area fiscal courts. Ms. Peggy Conway commented on the fact that district office budgets are reviewed quarterly and questioned how these counties were coming up with a shortfall in funding. Mr. Danny Shipley added that the three (3) district offices named in this discussion all show a 100% score on the DIGS report. Mr. Parsons commented that it is a fair assumption that in each of these cases steps could and should have been taken to adjust budgets in accordance with the funding cuts that were recently handed down. The topic of the importance of millage tax was raised and Ms. Richardson was questioned if the Commission could give any assistance to help the districts who are not yet receiving funding from millage tax to begin to do so. She stated that DOC could lend support through the field reps to assist these districts through the process.

Martin County's request for their Direct Aid to be given early amounts to \$14,000. Powell County, which is not asking for their Direct Aid money in advance, has requested \$5,300 to stay in operation. Their Direct Aid funding for the 2016 FY would be \$14,000 as well. The suggestion was made that each of these districts could be given \$5,000 from their Direct Aid funding along with a reminder of what Direct Aid funding may and may not be used for. Also a plan would need to be submitted to the Commission on what measures the offices are going to take to insure this deficit situation is not repeated, before any additional assistance would be considered. Ms. Richardson informed the Commission that it is allowed to make recommendations on what cuts could be implemented. Mr. Hult suggested using a general document on what cuts could be made rather than making demands on the offices. One definite cut that came up repeatedly was per diem pay.

The motion was made by Mr. Scotty Parsons to allow the early advancement of \$5,000 Direct Aid funding to both Martin County and Powell County with the stipulation that a report be submitted by both districts listing the proposed changes in their budgets to prevent future deficits. If this condition is not fulfilled by the districts then the remainder of their Direct Aid funding (in both cases this would amount to \$9,000) would be withheld. Mr. Jack Roberts seconded the motion. **Motion carried.**

Ms. Richardson presented a letter from the Harlan County District, appealing the Commission's decision not to accept as approved training for supervisors the Soil Health Day that was held in Berea. It was pointed out that NRCS does accept this as approved training and believes the Commission should do so as well. The letter continued by stating that these three (3) supervisors have received more than their required 10 minute trainings from their field rep as well as being updated on the Area 9 Meeting. Ms. Richardson pointed out that the Commission, when setting guidelines for approved supervisor training, decided that it must entail "leadership enhancing" instruction. Mr. Scotty Parsons suggested writing a letter of response to the Harlan County District explaining the reason(s) for the Commission's denial of this training. Ms. Richardson stated that she would compose and send the letter.

Districts In Good Standing (DIGS) Program - The report was presented by Assistant Director Johnna McHugh, DOC, with copies distributed. Ms. McHugh highlighted the percentage totals for the districts which will be used in determining the amount of Direct Aid funding each district is allotted. The ending totals are as follows: ninety-six (96) districts had 100%; four (4) districts had 90%; and twenty-one (21) districts had 75%. Ms. McHugh informed the Commission that she had every district's report card available for their perusal for any member who would like a more detailed look at how their specific districts rated. One of the copies Ms. McHugh distributed was a blank report card which lists the various categories used to calculate each districts percentage score. She asked the Commission to review the report card and make any suggestions/changes for improvement which could be put in place for the 2016 FY DIGS totals. Mr. Scotty Parsons asked Ms. Kim Richardson and Ms. McHugh if they had any suggestions for needed changes to which Ms. McHugh replied she would like to see more concrete/physical proof required showing that the districts are not only attending but also participating in their local fiscal court meetings. Minutes from these meetings would be the necessary proof in showing that the district was not only present but actually discussed district business/issues at the meeting. Ms. Peggy Conway suggested replacing the word "details" listed under question Number 10(d) with the word "minutes" to help reflect what Ms. McHugh is suggesting. It was pointed out that a fiscal court member attending a district office meeting would suffice as well.

Ms. Richardson drew attention to Number 11 on the report card which addresses accounting software. She pointed out that some districts do not use e-mail and therefore could not use accounting software. Ms. Conway pointed out that among her districts a variety of accounting software is used, and she would like to see one accounting software package adopted for utilization in all the district offices. Ms. Leslie Fourqurean, KACDE, stated that the top complaint she hears during workshops held throughout the state is the different types of accounting software used in the district offices. The different accounting software packages make it almost impossible to do KACDE trainings. She stated that the software the districts seem to use the most is Quickbooks, which allows users to do online accounting. She continued with the possibility of the district offices using KACDE's 501c3 status to purchase the Quickbooks software at a discounted price. Ms. Fourqurean will provide a report for the September meeting, listing what software each district office is currently using. Mr. Parsons asked an approximate dollar amount the districts would need to spend to acquire the Quickbooks software. Mr. Billy Doolin stated that it was a minimal amount, especially if KACDE's nonprofit is utilized. Ms. McHugh stated that the 2015 Quickbooks Premium package is only \$50 (Note: this price is for the premium package which the district offices will not need and this dollar amount is not the discounted price).

## **Agency Reports**

Natural Resources Conservation Service - The report was presented by State Conservationist Karen Woodrich, NRCS. New employee, Assistant State Conservationist for Management and Budget Ms. Amanda Moore was introduced to the Commission and gave a brief bio. Ms. Woodrich, in commenting on what Ms. Moore alluded to, updated the Commission on the administrative transformation that NRCS is currently going through. She discussed this to say that the process for some of NRCS's services have slowed down due to the recent changes but will hopefully speed back up over the long-term. Ms. Woodrich asked for everyone's continued patience as these new procedures are being instituted and worked out.

The 4<sup>th</sup> Quarter of FY 2015 will be closing at the end of September and NRCS is working toward wrapping up EQUIP contracting. To date approximately \$12 million has been allocated with an additional \$10 million in requests. NRCS is also in the process of wrapping up the contracting on the Conservation Stewardship Program which is an enhancement program that rewards landowners for doing good conservation practices on the ground.

The Emergency Watershed Protection (EWP) Program has been active yet again in Eastern KY with all the recent rain the area has experienced. NRCS employees have been mobilized and will be going back to the region surveying the damage on July 20<sup>th</sup>. They will also be working closely with FEMA and Emergency Management Services to provide any services needed. Ms. Woodrich stated the continuing need for any district office employees who would be willing to be trained to assist with EWP projects. There is a 100% reimbursement of salary for those employees used in these projects. Ms. Woodrich noted that due to all the recent changes it is now much more difficult to get EWP projects funded in the state unless it comes through a presidential declaration. She added that in a typical year these projects bring \$10 to \$30 million dollars into KY so if the opportunity arises to speak to an elected official(s) please mention the benefits of the EWP Program.

Kentucky Department for Natural Resources - Deputy Commissioner Sandy Gruzesky, DNR, was not in attendance.

Kentucky Department of Agriculture - Mr. Steve Kelly presented the report. Mr. Kelly stated he was glad to report that the \$600,000 funding to the State Cost Share Program, from the Department of Ag, was in fact transferred before the end of the fiscal year.

Ms. Kim Richardson expressed her appreciation to Mr. Kelly and the Department of Ag for this funding as well as their continued sponsorship of Envirothon.

Agriculture Education/FFA State Advisor - Mr. Brandon Davis was not in attendance.

Farm Service Agency - Mr. John McCauley, State Executive Director, was not in attendance.

University of Kentucky Research Experiment Station - Dr. Steve Higgins was not in attendance.

Division of Forestry - Ms. Leah MacSwords, Director, was not in attendance.

KACDE - Ms. Leslie Fourqurean presented the report. Ms. Fourqurean began by saying that KACDE continues to grow with every training and workshop. She expressed her appreciation to the supervisors, Ms. Kim Richardson, Ms. Johnna McHugh, and Ms. Karen Woodrich and NRCS for helping make this happen. She also extended special appreciation to Mr. Scotty Parsons and the Christian County Conservation District for all their efforts in assisting KACDE.

Ms. Fourqurean asked the Commission and those in attendance if there are suggestions for any specific training(s) to please make her and/or the employee association aware of it and every effort would be made to see these training opportunities are made available.

Ms. Kim Richardson stated what a great resource and asset KACDE is by having an organization so in tune with conservation employees.

Ms. Peggy Conway made the suggestion of having secretary/administrative staff specific workshops as part of future conventions. She mentioned how this could prove to be a bonding experience between supervisors and their staff. Ms. Richardson stated that this could be a part of upcoming conventions. Ms. Fourqurean stated another already available option is the conference that is held in Jabez which is for conservation employees. She added that supervisors are always more than welcome and even encouraged to attend this event.

**Next Board Meeting** - will be held September 21<sup>st</sup> and the remaining meeting for 2015 will take place on November 16<sup>th</sup>. Both meetings begin at 9:00 a.m. and will be held at the DNR Building in Frankfort.

**Adjournment** - President John Denton adjourned the meeting at 3:42 p.m. C.T.